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10 December 1957

MEMORANDUM FOR: Logistics Career Board

25X1A9a SUBJECT : [REDACTED] - Promotion

25X1A9a 1. [REDACTED] has been assigned to Project AQUATONE since 4 April 1956 and is serving as Chief of the Project Transportation Office, a GS-12 position.

25X1A9a 2. [REDACTED] has been exemplary in the performance of his duties. He operates an efficient office and handles the myriad problems inherent in his work with understanding and dispatch. The many extraordinary demands that are constantly being made tend to make his work most difficult.

3. The primary duties of the Project transportation officer consist of:

a. Arranging for all travel conducted by Project personnel. Project personnel include: Agency staff, military detail, contract and contractor employees. The primary modes of travel are commercial air which runs into a six-figure sum annually and military air. Arranging for military travel requires a great deal of liaison with the Military Air Transport Service at their ports of embarkation, knowledge of regulations, determination of proper air movement designators, etc.

b. Securing proper documentation of Project personnel destined for overseas field stations. This includes: passports, multi-identifications, immunizations and essential military cover orders. (Documentation of contractor personnel requires special handling as these people are usually dispatched to the overseas station without a stop at headquarters.

c. Processing of dependents being moved to overseas stations. This involves arranging for shipment of household effects and automobiles. (The dependents travel imposes special problems because the majority of them are located a considerable distance from Washington and all initial arrangements have to be made via letters and telephone.)

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d. Briefing of all personnel regarding specific travel requirements, routing and proper handling of cover order. In order to keep abreast of the constantly changing travel routes and regulations, it is also necessary to debrief returning travelers.

e. Initiating and coordinating all cable traffic pertaining to travel and housing for dependents.

f. Processing travel vouchers.

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4. In addition to his Project duties [REDACTED] handles all transportation arrangements for the DCI and his immediate staff plus other special persons designated by the DCI. These additional duties were made a condition for [REDACTED] assignment to the Project at the special insistence of the DCI.

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5. [REDACTED] has been a GS-11 since 29 January 1956 and since April 1956 he has been occupying the GS-12 position.

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6. [REDACTED] has amply demonstrated his capacity to handle the requirements of the next higher grade. He has the background, poise, personality, industry and devotion to the Agency that combine to make him an outstanding member of the staff.

7. This recommendation has the enthusiastic endorsement of the Project Director, the Project Director of Administration and the other members of the Project Promotion Board.

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[REDACTED]
Project Personnel Officer
PS/DCI

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